



POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM

Date: October 2008

No.: NJEIS-09	Subject: Early Intervention Provider Assignment
Effective Date: Immediately	Category: Provider Agencies/Practitioners
Review Date: October 2010	Responsible Party: Part C Coordinator

I. Purpose

To ensure timely provision of evaluation and comprehensive Individualized Family Service Plan (IFSP) services for children and their families.

II. Policy

- A. Initial evaluation/assessment for children and their families shall be conducted within a timely fashion, in compliance with the provisions of the Individuals with Disabilities Education Act (IDEA), Part C at 34 CFR 303.321 and the New Jersey Early Intervention Rules at N.J.A.C. 8:17-6.3;
- B. Every effort should be made to locate a provider agency and practitioner to meet the needs of children/families served by the New Jersey Early Intervention System (NJEIS) within a timely fashion, in compliance with the policies and procedures described herein;
- C. The Service Coordinator should use every effort to, as soon as possible, identify a provider agency that can meet the identified needs of a child/family requiring IFSP services; and
- D. The Service Coordinator should simultaneously ensure that regional arrangements between agencies and the REIC are honored.

III. Procedure

A child/family's eligibility and related IFSP services shall be delivered in accordance with the following procedures:

1. NJEIS and/or Regional Early Intervention Collaboratives (REICs) will develop a listing identifying the agencies providing services for each county by:

- Status as an evaluation team, comprehensive agency and/or service vendor agency.
 - Status as a primary or back-up agency for a specified county.
 - REIC regional service areas (primary, secondary, etc) agreed to by agencies.
2. Service Coordinators will request participation of a comprehensive EIP in the development of an initial IFSP at least five (5) business days prior to the initial IFSP team meeting.
 - Service Coordinators will email to all potential comprehensive EIP agencies a notice requesting a response to accept or decline attendance at the initial IFSP meeting within two (2) business days of the request.
 - Service Coordinators will review the comprehensive EIP responses and assign the child on the second day following the date of request, based on the following criteria.
 - Timely response within two (2) business days of the request.
 - Ability to attend the initial IFSP meeting.
 - Priority order of assignment of comprehensive EIPs agreed to by agencies for the county, if relevant.
 - If a comprehensive EIP attends the initial IFSP meeting in accordance with the above criteria and is able to provide all of the needed services to the child and family, then the comprehensive EIP is assigned and the email procedure described below is not implemented.
 - If a comprehensive EIP is unable to attend the initial IFSP meeting or provide all of the needed services, then assignment of the child and family follows the procedures described in numbers 4-8 below.
 3. Projected start dates for services on the IFSP should allow up to fifteen (15) days for assignment and processing of authorizations; however, the REIC may authorize services to start prior to the projected start date if a practitioner is available. A service start date shall not precede the effective date of the IFSP. (E.g., IFSP is dated for March 15, projected start date is March 30; if a practitioner is available on March 18 the REIC can authorize services to begin on that date, but would not be able to authorize services on March 6).
 4. Service Coordinators will email to all potential (primary and backup) EIP agencies a notice requesting a response to accept or decline assignment of a child in need of services within five (5) business days of the request. The notice will:
 - Identify a need for either a comprehensive EIP or service vendor.
 - Identify the county, town and zip code of the child's address.
 - Identify service needs including:
 - Service type(s)
 - Specific knowledge, skills or expertise needed
 - Translation services when needed
 - Projected service start and end dates
 - Intensity
 - Frequency
 - Location
 - Request the EIP's ability to provide full or partial services.
 - Request a projected start date for specific services.
 5. Service Coordinators will review the EIP responses and assign the child on the fifth business day following the date of request, based on the following criteria:
 - Timely response within five (5) business days of the request.
 - Ability to meet the total service needs of the child and family (act as the comprehensive EI home program).

- Priority order of assignment agreed to by agencies for the county, if relevant.
6. If a comprehensive EIP agency is unable to provide the total service needs, the Service Coordinator must move down the priority listing of both comprehensive and service vendor agencies until an EIP is identified to provide comprehensive services.
 7. If none of the EIPs responding to the notice can meet the total needs of the child and family, the Service Coordinator shall assign the child to the first EIP that can provide the most comprehensive services. The Service Coordinator must then identify a service vendor for the remaining service needs. The service vendor will remain as the provider of the specific service until the periodic review of the IFSP or until it can no longer meet the service needs.
 8. If a service vendor is assigned to provide the total comprehensive services for a child and family, the agency has the right to remain as the assigned EIP for the duration of the child's enrollment or until the service vendor can no longer meet the service needs, whichever occurs earlier.
 9. When necessary, Service Coordinators will assign additional assessments to the comprehensive EIP agency providing the most service needs of the child and family. If the comprehensive EIP can not complete the assessment in a timely manner, the Service Coordinator will contact the Targeted Evaluation Team to conduct the assessment.

EIP Responsibility

- Participation in initial and ongoing IFSP meetings.
- Timely response to requests for assignment of children.
- Timely assignment and notification to service coordination and the REIC of practitioner's assignments to satisfy individual services.
- Timely notice to the service coordinator and family of any potential or actual disruption into services.
- Appropriate notice to service coordination related to concerns or recommendations for change(s) in the IFSP.